

# FILM IN FASTLANE

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Online User Manual v.1

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## WHAT IS FASTLANE?

The FastLane website is a secure, online interface that allows users to apply for the Motion Picture Production Tax Credit Program electronically and submit supporting data and files for productions directly to the Office of Entertainment Industry Development.

## WHAT DOES FASTLANE DO?

As a FastLane user, you can do the following:

- Register as a user to manage one company or multiple companies' production data for business incentives.
- Create, Save and Submit Film Applications for Motion Picture Production Tax Credits.
- Submit Film Support Documentation such as budget reports, expense reports, audits, employment/payroll data, etc.
- Track the status of submitted applications and support documentation.
- You may save partial data and finish entry at a later time for applications.
- You may submit support documentation at any time throughout the application process.
- Take advantage of enhanced features (e.g., validations, look-ups, and calculations) while entering your application.
- Review history of past and current applications submitted online.

You can test the system using the FastLane online test site:

<http://testlane.technologyengineers.com/>

You can also use the live system by using the actual online site:

<https://fastlane.louisianaeconomicdevelopment.com/entertainmentlogin.aspx>

Log in to the home page using your user name and password.

**Fastlane** REGISTER

**What is Fastlane?**  
The FastLane website is a secure, online interface that allows users to apply for the Motion Picture Tax Credit Program electronically and submit supporting data and files for productions directly to the Office of Entertainment Industry Development.

**What can my company do in Fastlane?**

- › **File, Save, and Submit Film Applications** for Motion Picture Production Tax Credits.
- › **Submit Film Support Documentation** such as budget reports, expense reports, audits, employment/payroll data, etc.
- › **Track the status of submitted applications and support documentation**
- › **Review history of past and current applications and support documentation**
- › **Online credit card and echeck payment** for applications

**Where do I start?**  
[Click here to register as a new user](#) . If you have never used the FastLane website. If you already have a Film account, enter your username and password in the login box.

**Login Here**

Username:

Password:

Login

**Need Help?**  
Every effort has been made to develop Fastlane for ease of use. If you encounter problems when using this site or have suggestions for enhancing it, please contact the [Fastlane Helpdesk](#) or call (225) 342-5403.  
If you need help using FastLane, click here to download the [Online User's Manual](#).

If you have not already registered for an account and do not have a user name and password, click the "Register" link at the top right corner.

**USER REGISTRATION**  
*Enter your user information. Be sure to enter the CORRECT EMAIL. Click "Register & Login" button to enter Fastlane.*

User Name:

Password:

Confirm Password:

Email:

☒ Email me my user name and password.

**Please choose one of the following:**

☐ Are you pursuing tax incentives for Quality Jobs, Enterprise Zone, Restoration Tax Abatement, or Industrial Tax Exemption?

☒ Are you pursuing tax incentives for Film?

**Register & Login**

Enter your user name, password, and email address. Check the box to have your user name and password emailed to you for future reference. Be sure to select the option that you are pursuing tax incentives for film.

Click "Register & Login" when you are finished registering.

## GETTING STARTED

### ADD NEW COMPANY

If you are a new user, you will be prompted to add the company location that will be receiving the tax incentives. You will first be asked if you have the company's access code.

**STEP 1: ADD THE COMPANY LOCATION who will be applying for the tax incentives.**

Do you have the company's access code? [What is an access code?](#)

☐ Yes ☒ No

**What is an access code?**

Each company location in FastLane has a unique access code. Companies that have sent applications to LED in the past can benefit from this access code. By entering the access code into the online FastLane system, all historical information from LED's internal system will be linked to your account for easy access.

If you do not have the company's access code, select "No". Fields will then display for you to fill out company information.

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Company Name

**PHYSICAL ADDRESS**

Address Line 1:\*

Address Line 2:

City:\*

State:\*

Zip:\*

Phone Number:\*

Fax Number:

Employees:

Louisiana Tax ID:

Louisiana Parish:

Web Address:

**MAILING ADDRESS**

☐ Same as Physical Address

Address Line 1:\*

Address Line 2:

City:\*

State:\*

Zip:\*

Foreign Owned Company:

Foreign Company Name:

Foreign City:

Foreign Country:

**Continue**

The fields marked with an asterisk (\*) are required. However, you should try to enter all the information that you have. Click “Continue” when you are finished. You will be directed to assign a contact to that company.

If you do have the company’s access code, select “Yes”.

**STEP 1: ADD THE COMPANY LOCATION** who will be applying for the tax incentives.

Do you have the company's access code? What is an access code?

☒ Yes ☐ No

Access Code:

If you answer yes, you will be asked to enter the access code and will then be directed to the applications tab of that company’s profile, showing you all previously submitted applications for this company.

Click “Continue” when you are finished. That company and all of its previously entered information will be added to your user profile.

## ASSIGN CONTACTS

If you entered an access code and added that company to your user profile, the contact associated with that company will appear.

If you did not enter an access code and added a new company, you will be prompted to assign a contact for that company.

**Step 2: ASSIGN CONTACTS**

Please enter the contact person that will be receiving the correspondence (letters, phone calls, etc.) from LED. If you are the contact for this company, enter your information below.

Prefix:	<input type="text"/>	Title:	<input type="text"/>
First Name: *	<input type="text"/>	Company Name: *	<input type="text"/>
Middle Initial:	<input type="text"/>	Email: *	<input type="text"/>
Last Name: *	<input type="text"/>	Phone:	<input type="text"/> Ext: <input type="text"/>
Suffix:	<input type="text"/>	Fax:	<input type="text"/>
Mailing Address 1: *	<input type="text"/>		
Mailing Address 2:	<input type="text"/>		
City: *	<input type="text"/>		
State: *	<input type="text" value="AL-Alabama"/>		
Zip Code: *	<input type="text"/>		

Be sure to fill in all fields marked with an asterisk. Click “Submit” when you are done entering the contact’s information. You will be directed to the main menu.

## QUICK LINKS

The top of many FastLane screens will have several quick links. You can add a new company, file a new application, select a different company, or return to the main menu by clicking the appropriate links.



There is also a log out link at the top right corner of each screen as shown below.



## MAIN MENU

If you are already a registered user, you will be directed to the main menu once you log in. Here, you will be able to select what you'd like to do next.

**MAIN NAVIGATION MENU**  
*What do you want to do next ?*

- ▶ **Submit a Film Application**  
Click here to file an application for Motion Picture Production Tax Credits.
- ▶ **Submit Film Support Documentation**  
Click here to submit support documentation to LED.
- ▶ **View Saved Documents**  
Click here to view saved applications that have not been sent to LED.
- ▶ **Add Another Company**  
Click here to add another company to your online profile. This is only needed if you manage multiple companies.
- ▶ **View my Company Profile**  
Click here to do the following:
  - view multiple company accounts and switch between the different accounts with ease
  - add, edit, & review all information entered into Fastlane for each company that you maintain
  - view payment history
  - update your password to your online account

## SUBMIT A FILM APPLICATION


**Section 1: Select or enter company information.** Your first step is to select the company information from the dropdown menus. All companies added to your online profile will show in the dropdown lists. If the desired company is not located in the dropdown menu, select "The Company is not in the list". This will display company information fields to be filled in.


**STEP 1: SUBMIT MOTION PICTURE PRODUCTION TAX CREDIT APPLICATION**

Project Number: Pending


**Section 1: Select or enter company information**

**Parent Company:**

\*Select the Parent Company:   Show Company Info

The Company is not in the list  
Melissa Company 

**Louisiana Production LLC:**

\*Select the Louisiana Production LLC:   Show Company Info

**Louisiana Investment LLC:**

\*Are you using a Louisiana Investment LLC?

☐ Yes ☐ No

If you are using a Louisiana Investment LLC, select “Yes”. A dropdown menu will appear for you to select the company. If it is not in the list, select that option and add the company information.

\*Are you using a Louisiana Investment LLC?

☒ Yes ☐ No

Select the Louisiana Investment LLC:

[Show Company Info](#)

You can use the same company for all three: Parent Production Company, Louisiana Production LLC, and Louisiana Investment LLC. Once all three companies are entered or selected, be sure to check the box next to the company who will be receiving the tax benefit.

**Section 2: Enter Project Details.** Next, you should enter the project details. Most of the fields in this section are required, so be sure to fill them out.



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Section 2: Enter Project Details

Production Title: \*

Production Type: \* Feature Film # of Episodes:

Synopsis: \*

Detailed Synopsis:

Estimated Total Budget: \*

Estimated Louisiana Expenditures: \*

Estimated Louisiana Payroll: \*

Estimate Jobs on Production: \*

Percentage being shot in Louisiana:

Pre-Production/Spend Start Date: \*

Pre-Production/Spend End Date: \*

Production Start Date: \*

Production Wrap Date: \*

Total Estimated Days in Louisiana: \*

**Section 3: Upload Attachments.** This section requires you to upload attachments associated with the project. All attachments are required. You must save the application before uploading attachments. If you do not do so, it will not allow you to upload attachments until you have saved. You can click the button at the bottom of the page to “Save & Continue Working”. If you do not have all attachments on hand when filling out the application, you may save the application and finish it at a later date by clicking “Save & Finish Later”.

Section 3: Upload Attachments:

Detailed Preliminary Budget: \*  Browse... Upload

(including above & below the line hires)

Detailed Distribution Plan: \*  Browse... Upload

Script: \*  Browse... Upload

Scanned Notarized statement in accordance with  
the provisions of LARS 47:6007 (D)(2)(e):  
(you still need to mail the original copy to LED)\*  Browse... Upload

Uploaded Attachments:

Browse for each file and click “Upload” as you select the file you wish to load. You may only upload one attachment at a time.

**Section 4: Enter the Principles in the Production.** Enter the name of the principle and select the role from the dropdown menu. Click “Add Principle” as you finish.

Section 4: Enter the Principles in the Production:

Principle Name:

Principle Role: Actor

Add Principle

**Section 5: Application Fee.** This section calculates your application fee based on your estimated expenditures entered in the project details section. A \$200 minimum fee is required for all applications, however there is a \$5,000 maximum fee that cannot be exceeded no matter the amount of the expenditures.

Section 5: Application Fee \$200(minimum) --- \$5000(maximum):	
Fee is assessed as 0.2% of 30% of Your Estimated Expenditures in Louisiana.	
Estimated Expenditures in Louisiana:	\$0
Application Fee:	\$0

**Section 6: Answer Survey Questions.** This section asks that you answer some survey questions. Check the circle next to the answer that applies.

Section 6: Answer Survey Questions:	
Are you posting your project in Louisiana?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Maybe
Are you interested in using Louisiana musicians in your project?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Maybe
Are you interested in learning more about the benefits of turning your project into a video game in Louisiana?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Maybe
Are you interested in learning more about the benefits of turning your project into a theatrical or stage production in Louisiana?	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Maybe

**Section 7: Affidavit.** This final section of the application requires that you read the affidavit to verify the accuracy of the information in the application and that the project meets the definition of a state-certified production. Check the boxes in order to complete this verification.

Section 7: Affidavit:		
<i>I hereby certify that the information provided in this application is true and correct, and I am aware that my submission of any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing of false public records and/or forfeiture of any tax credits approved under this program. I also understand that any final certification of investor credits will be subject to the submission &amp; review of an independent audit conducted by a Certified Public Accountant licensed in the state of Louisiana; that employees that are claimed as Louisiana hires, must each fill out a "Declaration of Residency" form to be kept on file by the production company &amp; that if I am applying for the additional credit for employment of Louisiana residents, I must remit a detailed schedule to the Department of Revenue as required by La R.S. 47:6007(D)(5). Additionally, I agree that the finished product shall contain an acknowledgement that the production was filmed in Louisiana and such brand/logo shall be included in the credits. Finally, I understand that this application and information submitted with it shall not be returned to the applicant.</i>		
<input type="checkbox"/> I verify that I have read the text above and have accurately answered the questions in the form.		
<input type="checkbox"/> I verify that this project meets the definition of a state-certified production.		
Pay	Save & Finish Later	Save & Continue Working


Once you have verified both statements, you will have the option to go ahead and pay the application fee. If you do not wish to pay at that time, you can select "Save & Finish Later". This option is also available at any time while you are filling out the application.

## PAY APPLICATION FEE

Click “Pay” in order to pay your application fee. It will direct you to choose a method of payment.

\* Indicates required field

Project Details
FLTransactionID: 2019
Business Legal Name: Melissa Company
Project Name: Melissa Film
Program Applied For: Film
Amount Due: 200

Choose method of payment
<input type="radio"/> Pay by electronic check
* Account Type: <input type="text" value="Personal"/>
<input type="radio"/> Pay by credit card

<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>

## PAYMENT BY ELECTRONIC CHECK

If you select to pay with an electronic check, you need to select the account type (personal or business) from the dropdown menu. Click “Next” to continue with your payment.

Billing Address
*First Name: <input type="text"/> M.I.: <input type="text"/> *Last Name: <input type="text"/>
*Street Line 1: <input type="text"/>
Street Line 2: <input type="text"/>
*City: <input type="text"/>
*State: <input type="text" value="Select State"/>
*Zip: <input type="text"/>
Phone: <input type="text"/>
E-Mail: <input type="text"/>

Payment Details
*Payment Amount: <input type="text" value="200.00"/>
<small>Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking date your payment will be executed on the next available banking day. Current date payments received 4:00 PM MT will be executed on the next valid banking date.</small>

Payment Method
*Name On Account: <input type="text"/>
*Account Number: <input type="text"/> <a href="#">What's This?</a>
*Routing Number: <input type="text"/> <a href="#">What's This?</a>
*Account Type: <input checked="" type="radio"/> Checking <input type="radio"/> Savings
*Driver License Number: <input type="text"/>
*Driver License State: <input type="text" value="Select State"/>
<input type="button" value="Back"/> <input type="button" value="Next"/> <input type="button" value="Exit"/>

Fill out the fields for the billing address and the payment method. Select the account type as checking or savings. Click “Next” when you are ready to continue. You will be directed to a payment review screen as shown below.

<b>Address</b>
<b>Billing Address:</b> Test Test 123 Test Street Baton Rouge, LA 70820
<b>Payment Method</b>
Electronic Check Checking x5720 123123123
<b>Payment Amount</b>
<b>Amount:</b> \$200.00
<b>Total:</b> \$200.00
<p>By clicking PAY NOW, I authorize my payment to be processed as an electronic funds transfer or draft drawn from my account. If the payment is returned unpaid, I authorize you or your service provider to collect the payment and my state's return item fee by electronic funds transfer(s) or draft(s) drawn from my account.</p> <p><a href="#">Click here to view your state's returned item fee.</a></p> <p>If this payment is from a corporate account, I make these authorizations as an authorized corporate representative and agree that the entity will be bound by the NACHA Operating Rules. To exit without authorizing, click EXIT.</p>
<div>Back Pay Now Exit</div>

Click “Pay Now” when you have reviewed the information and are sure that it is correct. If it is incorrect, click “Back” to edit the information. Click the “Pay Now” button only ONE time to allow your payment to fully process. After clicking, do NOT click the “Back” button, the “Refresh” button, or hit the “Esc” key until the payment process is completed.

## PAYMENT BY CREDIT CARD

If you select to pay with a credit card, you will need to fill in the payment information below.

The screenshot shows a web form titled "Billing Address" and "Payment Details". The "Billing Address" section includes fields for \*First Name, M.I., \*Last Name, \*Street Line 1, Street Line 2, \*City, \*State (a dropdown menu showing "Select State"), \*Zip, Phone, and E-Mail. The "Payment Details" section includes a field for \*Payment Amount, which is pre-filled with "200.00". At the bottom right of the form are three buttons: "Back", "Next", and "Exit".

Click "Next" when you are ready to continue with your payment. You will be directed to the payment review screen.

The screenshot shows a "Payment Review" screen. It has three main sections: "Address", "Payment Method", and "Payment Amount". The "Address" section displays "Billing Address: Test Test, 123 Test Street, Baton Rouge, LA 70820". The "Payment Method" section displays "Credit Card" with a Visa logo, "Test", and "x1111 01/12". The "Payment Amount" section displays "Amount: \$200.00" and "Total: \$200.00". At the bottom right are three buttons: "Back", "Pay Now", and "Exit".

Review the information for accuracy. Click "Pay Now" when you are sure the information is correct and you are ready to pay. If the information is incorrect, click "Back" to edit. Click the "Pay Now" button only ONE time to allow your payment to fully process. After clicking, do NOT click the "Back" button, the "Refresh" button, or hit the "Esc" key until the payment process is completed.

Clicking "Pay Now" will submit your payment and direct you to the final step in the application process: confirmation. You will be assigned a confirmation ID and a project number, and your application will be displayed on the confirmation page.

The submission of your application will send an auto-generated email to LED notifying them of the new application submission.

## SUBMIT FILM SUPPORT DOCUMENTATION

LED may request more documentation before doing the initial certification. You may submit other support documentation to LED even after your application has been submitted. If you have multiple companies in your user profile, you will first have to select the company you wish to submit documentation for.

**SUBMIT SUPPORT DOCUMENTATION TO LED**

*Directions: Select the production title for the project that requires support documentation. Then select the document type, and browse and upload the file. All files uploaded will be submitted to LED to review. You can check the status to make sure each file is uploaded properly.*

Production Title / Project ID: Melissa Film-20110046

Select Document Type: Audit

Filename:

Project ID	Film ID	Document Type	Filename	Uploaded Date
20110046		Detailed Preliminary Budget	Business Plan.docx	8/23/2011 1:02:25 PM
20110046		Detailed Distribution Plan	Income Verification Proof.docx	8/23/2011 1:02:33 PM
20110046		Script	Proof of Identification.docx	8/23/2011 1:02:41 PM
20110046		Notarized Statement	Public Assistance Proof.docx	8/23/2011 1:02:47 PM

Select the production title for the project that requires support documentation. Next, select the document type from the dropdown menu. Browse for the file and upload it for LED to review.

Once a file is uploaded, an auto-generated email will be sent to LED notifying them that new support documentation has been uploaded and submitted.

## VIEW SAVED DOCUMENTS

This link will allow you to view saved applications that have not been sent to LED. If you have multiple companies in your account, you may need to choose a company to view the saved documents for that company. You may edit or add to these applications from this feature. You can also pay for and submit these saved applications which will then remove them from the saved documents section. You will be able to view these documents in your profile under the “Applications and Support Documentation” tab. Click “Select” to view the application.

Application Selection		
	Parent Company Name	Production Title
	Project Number	
Select	Melissa Company	Pending

## ADD ANOTHER COMPANY

If you manage multiple companies, this feature will provide you with a link to add another company to your online profile. It will take you back to the first step to add the company location and will ask you for an access code. This allows you to add more than one company to your user profile.

## VIEW MY COMPANY PROFILE

When viewing your company profile, you can do the following:

- View multiple company accounts and switch between the different accounts with ease
- Add, edit, and review all information entered into FastLane for each company that you maintain
- View payment history
- Update your password to your online account

### COMPANY TAB

If you have multiple companies in your user profile, you will first have to select the company you wish to view. You may edit information for the selected company in the company tab.

**Company Profile**

Company

Contacts

Applications & Support Documentation

Payments

User Settings

You may add/edit this company's information. Please click Update and Save.

**Company Information (This is the company receiving the tax incentives)**

Company Name

Melissa Company

PHYSICAL ADDRESS

Address Line 1:\*

1234 Melissa St

Address Line 2:

City:\*

Baton Rouge

State:\*

LA-Louisiana

Zip:\*

70808

Phone Number:\*

5555555555

Ext:

Fax Number:

Employees:

0

Louisiana Tax ID:

Louisiana Parish:

No Parish

Web Address:

Melissa

MAILING ADDRESS

Address Line 1:\*

1234 Melissa St

Address Line 2:

City:\*

Baton Rouge

State:\*

LA-Louisiana

Zip:\*

70808

Foreign Owned Company:

Foreign Company Name:

Foreign City:

Foreign Country:

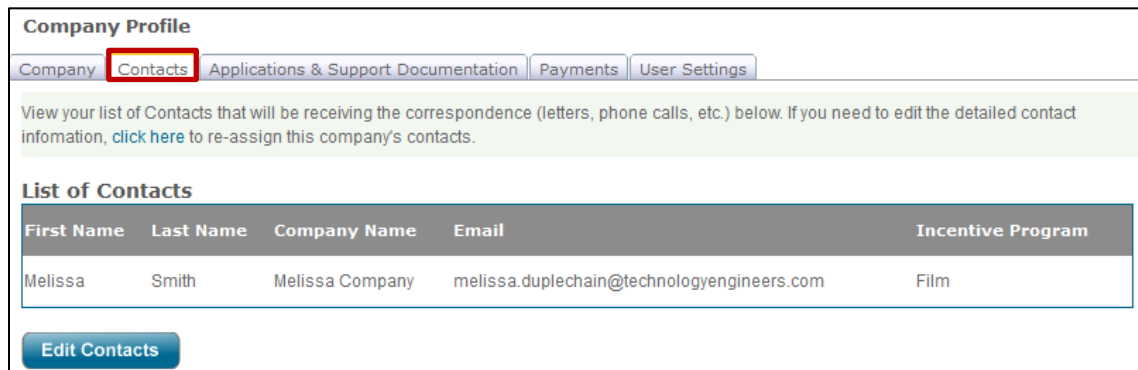
☐ Same as Physical Address

Update &amp; Save

Click “Update & Save” when you are finished making any changes. You can access contacts, applications, support documentation, payment information, and user settings associated with this company from the tabs at the top.

## CONTACTS TAB

The contacts tab displays the list of contacts associated with the selected company. These contacts will be receiving the correspondence (letters, phone calls, etc.).



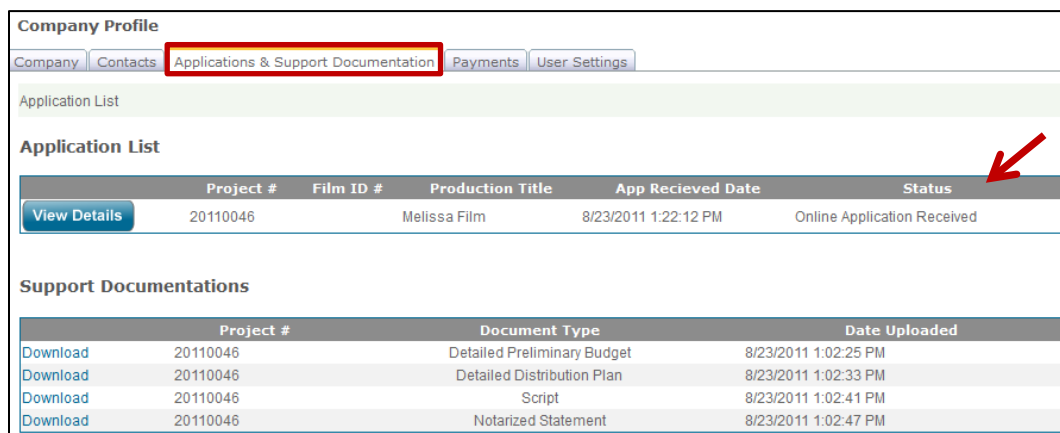
The screenshot shows the 'Company Profile' page with the 'Contacts' tab highlighted. Below the tabs, there is a green box with instructions: 'View your list of Contacts that will be receiving the correspondence (letters, phone calls, etc.) below. If you need to edit the detailed contact information, [click here](#) to re-assign this company's contacts.' Below this is a table titled 'List of Contacts' with columns: First Name, Last Name, Company Name, Email, and Incentive Program. The table contains one row for Melissa Smith at Melissa Company. At the bottom is an 'Edit Contacts' button.

First Name	Last Name	Company Name	Email	Incentive Program
Melissa	Smith	Melissa Company	melissa.duplechain@technologyengineers.com	Film

If you wish to edit a contact, click the “Edit Contacts” button. You will be directed to the contact information page from step 2.

## APPLICATIONS & SUPPORT DOCUMENTATION TAB

This page allows you to view all applications and support documents for the selected company as well as the status of the applications.



The screenshot shows the 'Company Profile' page with the 'Applications & Support Documentation' tab highlighted. Below the tabs, there is a green box with the text 'Application List'. Below this is a table titled 'Application List' with columns: Project #, Film ID #, Production Title, App Recieved Date, and Status. The table contains one row for Project # 20110046, Film ID #, Melissa Film, App Recieved Date 8/23/2011 1:22:12 PM, and Status Online Application Received. A red arrow points to the 'Status' column. Below the 'Application List' table is a 'View Details' button. Below this is a table titled 'Support Documentations' with columns: Project #, Document Type, and Date Uploaded. The table contains four rows for Project # 20110046, each with a 'Download' link and a document type: Detailed Preliminary Budget, Detailed Distribution Plan, Script, and Notarized Statement.

Project #	Film ID #	Production Title	App Recieved Date	Status
20110046		Melissa Film	8/23/2011 1:22:12 PM	Online Application Received

Project #	Document Type	Date Uploaded
20110046	Detailed Preliminary Budget	8/23/2011 1:02:25 PM
20110046	Detailed Distribution Plan	8/23/2011 1:02:33 PM
20110046	Script	8/23/2011 1:02:41 PM
20110046	Notarized Statement	8/23/2011 1:02:47 PM

You can view details of each application by clicking the “View Details” button in the corresponding row. Support documents can be downloaded by clicking the “Download” link in the corresponding row.



## PAYMENTS TAB

The payments tab allows you to view a list of the selected company's payment history including amount charged, payment status, and payment date.

Company Profile				
Company	Contacts	Applications & Support Documentation	Payments	User Settings
List of Payments				
Confirmation #	Amount Charged	Status	Date	
11082300416101	200	Process Completed	8/23/2011	

This list is not company specific and will be for ALL payments you have made through the particular account used.

## USER SETTINGS TAB

This tab allows you to update/change your password. Enter your current password followed by the new password, and confirm the new password. Click "Update" when you are finished.

Company Profile	
Company	Contacts
Applications & Support Documentation	Payments
User Settings	
<i>Directions: To update or change your password, enter your new password and click the update button.</i>	
Current password:	<input type="password"/>
New password:	<input type="password"/>
Confirm password:	<input type="password"/>
<input type="button" value="Update"/>	